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WORTH SHARING —

Promising Practices in Montana Libraries

PLEASE RETURN

STATE DOCUMENTS COLLECTION

JUN 12 1986

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Project of Montana State Library
Compiled September, 1985

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Library Services and Construction Act Grant
FY 1984

FORWARD

The interesting variety of responses to the Promising Practices questionnaire has been a delight to review and compile. The excellence and diversity of librarians in Montana is confirmed in these ideas. The Montana State Library Commission and the Montana Library Services Advisory Council, who provided funding for this project, are appreciative of the work of every librarian, and of the time taken to share about some special components of that work.

This booklet is to be browsed for information about what the different, primarily public, libraries are offering in a range of practices and services. The index will be helpful in locating ideas about specific topics, and the entries are arranged alphabetically by library.

Grateful acknowledgement is made to Nancy Collins, for designing, implementing and editing the project; Alene Cooper, Coordinator of Library Development, Montana State Library, for supervising the project; Sharon Geldhaus, for data inputting; and Cheryl Hutchison, Chair, Montana Library Services Advisory Council, for the concept and inspiration for the project.

Sara Parker
State Librarian
October, 1985

ACKNOWLEDGEMENTS

Grateful acknowledgement is made to the following libraries for responding to the Promising Practices questionnaire with statements of regret or apology that their library did not as yet have any practices that would qualify. It is anticipated that upon reviewing the information in this booklet, every librarian will see that something she/he does is unique and worth sharing!

Bridger Public Library

George McCone County Library, Circle

Swan Valley Community Library, Condon

Glacier County Library, Cutbank

Darby Public Library

Ekalaka Public Library

Fairfield Public Library

Geraldine Branch Library

Opheim Deposit Library

Any errors of oversight or ommission of any library's contribution(s) are apologized for, and are the responsibility of the contracting agent to Montana State Library.

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Descriptors:

Children's Services
Collection Maintenance
Technical Services and Processing

Description:

Color code books in JE section according to size of book. Color code put on catalog cards at time of processing; color put on spine with posterpaint below call number, and dot of color with a marker put in the upper right hand corner of catalog card. Helps those who shelve books, and user looking for a particular title.

Changes that would improve the practice:

Put color dot below the author letters in the call number and include this in instructions given to patrons about how to use the library.

Evaluation of practice:

Saves some time in shelving; saves some space in JE section; sometimes saves time, if looking for a particular author.

Special skills, materials, costs or resources:

Contact:

Bernettie Burns, Librarian
Fallon County Library (SAGE)
Box 1037
Baker, MT 59313
Phone: 778-2883 ext. 25

Descriptors:

Circulation
Paperback Collections
Technical Services and Processing

Description:

Color code cataloged paperbacks as have both cataloged and uncataloged (put and take) paperbacks. Colored tape on top and bottom of spines of catalogued paperbacks to alert user and circulation that the PB is part of permanent collection. (Red for PB Fiction; Yellow for PB Biography; Black for PB non-fiction; blue for Paperbacks which are shelved with regular collection.) Catalog cards also color coded with strip of appropriate color in upper right hand corner of catalog card.

Changes that would improve the practice:

Put color below call number on catalog card--patrons would notice it more easily.

Evaluation of practice:

Alerts circulation to paperbacks in collection, therefore needing to be checked in or out, as opposed to "put and take" paperbacks.

Special skills, materials, costs or raesources:

Contact:

Bernettie Burns, Librarian
Fallon County Library (SAGE)
Box 1037
Baker, MT 59313
Phone: 778-2883 ext. 25

Descriptors:

Community Relations
Elders
Outreach Services

Description:

During the winter months, have asked the older girl scouts to pick up books and take them to senior citizens or shut-ins. Had certain days for delivery, usually after school. The girl scouts made the posters and the librarian placed the ad in the paper.

Changes that would improve the practice:

Evaluation of practice:

Had about five people delivered to weekly. According to size of community, felt this was a rewarding service for the scouts and senior citizens. Many of these people became good friends.

Special skills, materials, costs or resources:

Very little cost; library supplied the poster board.

Contact:

Karen Rogers, Librarian
Belgrade Public Library (BVF)
P. O. Box 929
Belgrade, MT 59714
Phone: 388-4346

Descriptors:

Ethnic Populations
Outreach Services

Descriptions:

Library presented special tours and storytimes for summer language skills program for the immigrant and refugee community. Morning classes were sponsored by volunteers with the YWCA; visits to the library were a scheduled part of the program.

Changes that would improve the practice:

Volunteers working with the program received 12 hours of training in working with English as a second language. The librarians who did the programs had not had that training or met the children beforehand. Had prepared stories that could also be understood with the pictures, but better training beforehand would have helped plan.

Evaluation of practice:

The children enjoyed visit and laughed and responded to the stories and films that were shown. They know what a library is, and that they are welcome here.

Special skills, materials, costs or resources:

A critical look at picturebooks, storytelling, and film collection to choose what is understandable through pictures when English language might not be well understood.

Contact:

Linda Weirather
Parmly Billings Library (SOC)
510 N. Broadway
Billings, MT 59101
Phone: 657-8257

Descriptors:

Library Board
Staff Development

Description:

Each month at Library Board meeting, staff member is invited to come at beginning of meeting to explain some aspect of his/her work. Examples: censorship problems, by children's librarian; what goes on in technical processing; school libraries and public libraries, by reference librarian involved in liaison projects; future of microcomputers in library.

Changes that would improve the practice:

Evaluation of practice:

This seems to be positively viewed by staff. Gives Board better acquaintance with staff and what it is trying to accomplish. Some of the staff is nervous about talking before the Board; each talk has been carefully prepared and organized. Some habitual jeans-wearers have been seen dressed up for the occasion! Good opportunity to "brag"; Board has been attentive and asked questions.

Special skills, materials, costs or resources:

Calendar planned of topics and presenters for 9-10 months in advance.

Contact:

Linda Weirather
Parmly Billings Library (SOC)
510 N. Broadway
Billings, MT 59101
Phone: 657-8257

Descriptors:

Circulation

Description:

Library has developed policy of allowing barter to clear fines. A number of people had personal books or volunteer services to offer, but could not afford fines. Each area of library has compiled guidelines for types of books it will accept. User can also work off fine. Policy is not advertised, but handled on an individual basis as people discuss fines with librarian.

Changes that would improve the practice:

Policy has been good "safety valve" in library where unlimited numbers of books can be taken out, sometimes resulting in very expensive fines--best used where expensive fines are accumulated.

Evaluation of practice:

Has been especially popular with children. Few adults have used alternative, but those who have were honest, conscientious citizens who appreciated flexibility when they had debts they could not afford to pay.

Special skills, materials, costs or resources:

Takes some time to meet with user, evaluate books to be bartered, and assign and supervise volunteered services.

Contact:

Linda Weirather
Parmly Billings Library (SOC)
510 N. Broadway
Billings, MT 59101
Phone: 657-8257

Descriptors:

Community Relations
Publicity

Description:

Library participates when there are community festivities, such as Western Days or Crazy Days. Staff has lots of fun decorating and wearing special costumes. Bookmobile was entered in Western Days parade, festooned with banners promoting reading and the West. Some staff and several children from summer reading program, which had a western theme, rode along with it. Another time an excess of donated Harlequin romances were rolled and fit into plastic holders for 6-packs of pop or beer. Placed in a shopping cart by the front door for Crazy Days, they were "Summer Reading 6-Packs to Go".

Changes that would improve the practice:

Adaptable to whatever the local community is doing.

Evaluation of practice:

Special skills, materials, costs or resources:

Contact:

Linda Weirather
Parmly Billings Library (SOC)
510 N. Broadway
Billings, MT 59101
Phone: 657-8257

Descriptors:

Community Relations
Publicity

Description:

Library is often called upon to give public relations talks to community service organizations. Have prepared library information brochure for each person and add to it a coupon for a choice of "freebies": a fine cleared on one overdue book ($2.50 value), a free reserve for a book ($1.00 value), a personalized tour of the library, etc. Send out letters of congratulation to special achievers in the community, especially in any area we are targeting for development of services, i.e., rural population. Also offered a free DIALOG search on topic of their interest.

Changes that would improve the practice:

Adaptable to any community's needs as a means of offering thanks and recognition to community leaders.

Evaluation of practice:

Very few of the coupon recipients have taken free offers, but have received nice comments at time of visit to organization. To treat person as special is always good public relations.

Special skills, materials, costs or resources:

Contact:

Linda Weirather
Parmly Billings Library (SOC)
510 N. Broadway
Billings, MT 59101
Phone: 657-8257

Descriptors:

Staffing

Description:

Have two professional librarians on call to substitute for staff on vacation or during illness. Public relations consultant and writer are called to do special projects on some occasions.

Changes that would improve the practice:

Evaluation of practice:

Necessary, as staff is very minimal and any absences create an extreme shortage of personnel.

Special skills, materials, costs or resources:

Staffs substitutes are qualified professionals, but that is not reflected in salaries as part-time employees.

Contact:

Steve Cottrell, Librarian
Bozeman Public Library (BVF)
220 E. Lamme
Bozeman, MT 59715
Phone: 586-4787

Descriptors:

Volunteers

Description:

Volunteers clean phonograph records, type, mend books, read shelves, shelve, and maintain some vertical files and displays.

Changes that would improve the practice:

Evaluation of practice:

Staff reaction to this assistance is very positive.

Special skills, materials, costs of resources:

Contact:

Steve Cottrell, Librarian
Bozeman Public Library (BVF)
220 E. Lamme
Bozeman, MT 59715
Phone: 586-4787

Descriptors:

Paperback Collection

Description:

Gift paperbacks not catalogued. Circulated on honor system.

Changes that would improve the practice:

Put identifying library labels on gift paperbacks, even though don't check out.

Evaluation of practice:

Some loss of materials, particularly Western and Science Fiction titles.

Special skills, materials, costs or resources:

Contact:

Hilary Kammerer
Bozeman Public Library (BVF)
220 E. Lamme
Bozeman, MT 59715
Phone: 586-4787

Descriptors:

Library Orientation

Description:

Library orientation maps available.

Changes that would improve the practice:

Evaluation of practice:

Very useful to new patrons.

Special skills, materials, costs or resources:

Only paper and copier costs.

Contact:

Hilary Kammerer
Bozeman Public Library (BVF)
220 E. Lamme
Bozeman, MT 59715
Phone: 586-4787

Descriptors:

Circulation

Description:

Made a cross-reference file of library borrowers and their card numbers.

Changes that would improve the practice:

Evaluation of practice:

Extremely useful. Due to a transition from one circulating system to another, this proved invaluable.

Special skills, materials, costs or resources:

Contact:

Molly Pratt
Bozeman Public Library (BVF)
220 E. Lamme
Bozeman, MT 59715
Phone: 586-4787

Descriptors:

Collection Maintenance

Description:

Color coding system in the children's department. Picture books have cloth tape at top of spine, distinguishing books by author (i.e., A's are yellow, etc.). Elementary (grades 1-4) books have both call number and a long colored strip on spine, sorting books by author, to make shelving easier.

Changes that would improve the practice:

Evaluation of practice:

Color coding has been successful in maintaining correct shelving in the picture book and elementary book collection.

Special skills, materials, costs or resources:

Contact:

Molly Pratt
Bozeman Public Library (BVF)
220 E. Lamme
Bozeman, MT 59715
Phone: 586-4787

Descriptors:

Special Fundraising
Friends of Library

Description:

Semi-annually the local chapter of AAUW and the library conduct a joint booksale with the AAUW members handling the actual sale. The proceeds from this are shared. Friends of the Gallatin Libraries conduct membership drives simultaneously.

Offer "Celebration Books", these being books the library would like to add to their collection, which people can buy for the library collection giving them in celebration of any occasion, i.e., birthdays.

Changes that would improve the practice:

Evaluation of practice:

Has been satisfactory to both parties for a number of years. "Celebration Books" was great and plan to use it again next year.

Special skills, materials, costs or resources:

Contact:

Molly Pratt
Bozeman Public Library (BVF)
220 E. Lamme
Bozeman, MT 59715
Phone: 586-4787

Descriptors:

Genealogy
Special Collections

Description:

The local DAR genealogy collection is housed in our Montana Room--collection is not catalogued, but available for public use in the library.

Changes that would improve the practice:

Evaluation of practice:

Special skills, materials, costs or resources:

Contact:

Molly Pratt
Bozeman Public Library (BVF)
220 E. Lamme
Bozeman, MT 59715
Phone: 586-4787

Descriptors:

Outreach Services
Rural Populations

Description:

Requested book collection purchases from local agricultural community.

Changes that would improve the practice:

Evaluation of practice:

Request for books from agricultural community was not fruitful.

Special skills, materials, costs or resources:

Contact:

Kathy Nelson
Bozeman Public Library (BVF)
220 E. Lamme
Bozeman, MT 59715
Phone: 586-4787

Descriptors:

Exhibits
Publicity

Description:

Table displaying books entitled "Favorites of the Library Staff"; display of appropriate books on current events called "What's Happening".

Changes that would improve the practice:

Evaluation of practice:

Extremely popular, have increased circulation of titles that otherwise are overlooked or forgotten.

Special skills, materials, costs or resources:

Contact:

Hilary Krammerer
Bozeman Public Library (BVF)
220 E. Lamme
Bozeman, MT 59715
Phone: 586-4787

Descriptors:

Community Relations
Special Programs

Description:

Library received gift of piano from appreciative library patrons. Have musical programs in library to celebrate special occasions, i.e., National Library Week, Children's Book Week, etc.

Changes that would improve the practice:

Evaluation of practice:

Programs are well attended.

Special skills, materials, costs or resources:

Local musicians volunteer their talents.

Contact:

Hilary Krammerer
Bozeman Public Library (BVF)
220 E. Lamme
Bozeman, MT 59715
Phone: 586-4787

Descriptors:

Children's Services
User Services

Description:

Have two baby strollers for "controlling" small children, and to use in taking elevator to Children's Department. Also have a playpen.

Changes that would improve the practice:

Library purchased strollers and playpen--perhaps local merchants would have contributed.

Evaluation of practice:

Parents appreciate it--say its worthwhile.

Special skills, materials, costs or resources:

Contact:

Hilary Krammerer
Bozeman Public Library (BVF)
220 E. Lamme
Bozeman, MT 59715
Phone: 586-4787

Descriptors:

Community Relations
Friends of Library

Description:

Friends of Library active: put out monthly newsletter, do programs for library, purchased some needed equipment, and handle donations, bequests, etc. For National Library Week, they held an Open House and Champagne Reception at the library; had a local author, music group, and slide show of Butte architecture for entertainment.

Changes that would improve the practice:

Evaluation of practice:

Friends are doing things library staff does not have time to do.

Special skills, materials, costs or resources:

Find a nucleus of "doers" for Friends.

Contact:

Phelps Shepard, Librarian
Butte Silver Bow Public Library (BVF)
106 W. Broadway
Butte, MT 59701
Phone: 723-8262

Descriptors:

Community Relations

Description:

Make oral presentation of annual report along with written copy to Council of Commissioners at one of their regularly scheduled meetings.

Changes that would improve the practice:

Evaluation of practice:

Questions about increased use of, and awareness of library by Commissioners.

Special skills, materials, costs of resources:

Able to give clear picture of library activity verbally.

Contact:

Phelps Shepard, Librarian
Butte Silver Bow Public Library (BVF)
106 W. Broadway
Butte, MT 59701
Phone: 723-8262

Descriptors:

Library Orientation
User Services

Description:

Made maps of library, have at circulation desk, reference desk, card catalog. Numbered all shelves and put start and finish numbers on shelves and on maps (i.e., shelf #15 305-398). Patrons can better find items or be directed to proper area.

Changes that would improve the practice:

The more signs and directionals, the better. Use examples of grocery stores--if you have to search aisles for flour, store is failing--same applies to libraries.

Evaluation of practice:

Watched patrons to see if could better find items. They could.

Special skills, materials, costs or resources:

Making clear, concise and eye-pleasing signs.

Contact:

Phelps Shepard, Librarian
Butte Silver Bow Public Library (BVF)
106 W. Broadway
Butte, MT 59701
Phone: 723-8262

Descriptors:

Staffing

Description:

Solved staff scheduling problem of juggling small staff to cover vacations, sickness, etc. Designated areas that must have staff (i.e., reference desk, circulation, children's), then assigned two staff to each. They are responsible for area always having staff, so they coordinate vacations with each other and trade off on Saturdays and evenings.

Changes that would improve the practice:

Adapt to individual library needs.

Evaluation of practice:

Staff happier, feel they have better control of working conditions. Administration avoids most headaches of weekend scheduling, etc.

Special skills, materials, costs or resources:

Contact:

Phelps Shepard, Librarian
Butte Silver Bow Public Library (BVF)
106 W. Broadway
Butte, MT 59701
Phone: 723-8262

Descriptors:

Publicity
Special Programs

Description:

Held "Outdoor Activity Week" programs at library at beginning of summer. Evening programs on gold mining and on fly-fishing. Experimental this year, but great response--most successful programs ever held at library. Next year will try to include someone from Forest Service on camping, hiking, etc.; someone on barbecueing or exploring ghost towns. Will try to have "Winter Activity Week" programs in November or so.

Changes that would improve the practice:

Use programs geared to local area (i.e., if near water, have something on boating).

Evaluation of practice:

Large crowds that came and favorable public comment.

Special skills, materials, costs or resources:

Finding speaker and arranging programs.

Contact:

Phelps Shepard, Librarian
Butte Silver Bow Public Library (BVF)
106 W. Broadway
Butte, MT 59701
Phone: 723-8262

Descriptors:

Facility Design and Maintenance
Record Collections

Description:

Acquired record bins from a record store going out of business. Placed on main floor. Allowed display of records as in a store. Ordered dividers to keep in order.

Changes that would improve the practice:

Consider purchasing record (or book) display bins from wholesaler geared to retail rather than libraries.

Evaluation of practice:

Record circulation increased 40% first year of operation.

Special skills, materials, costs or resources:

Contact:

Phelps Shepard, Librarian
Butte Silver Bow Public Library (BVF)
106 W. Broadway
Butte, MT 59701
Phone: 723-8262

Descriptors:

Circulation
Publicity
User Services

Description:

Send notification of new books to individuals and groups. Have printed postcards saying library has new book they might enjoy, list book, and send. Buy blank postcards from Post Office so postage is already on. Use memory typewriter to print 100 at a time. Have people put interest areas in a notebook (i.e., wish to hear of home decorating books, etc.); send to obvious groups (i.e., bird books to Audubon Society).

Changes that would improve the practice:

Expand to children's and reference.

Evaluation of practice:

Reserves called in after receiving a card.

Special skills, materials, costs or resources:

Getting publicity on service out to groups and users.

Contact:

Phelps Shepard, Librarian
Butte Silver Bow Public Library (BVF)
106 W. Broadway
Butte, MT 59701
Phone: 723-8262

Descriptors:

Facility Design and Maintenance
Magazine Collections

Description:

Had local high school advanced woodworking class construct magazine shelves. Library purchased materials. Teacher developed plans from library specs and pictures in catalogs. Top-of-line finished product: slanted face for full cover display, tilt-up for storage of back issues underneath. Tremendous advance in our magazine useage and storage.

Changes that would improve the practice:

Use high school for other things that library needs constructed.

Evaluation of practice:

Cost $500 for materials; cost from supplier would be over $5,000. Magazine use has skyrocketed.

Special skills, materials, costs or resources:

Cost of materials. Easy to talk school into it by showing them benefits.

Contact:

Phelps Shepard, Librarian
Butte Silver Bow Public Library (BVF)
106 W. Broadway
Butte, MT 59701
Phone: 723-8262

Descriptors:

Exhibits

Description:

Set up a "Library Christmas Tree" on main floor. Put up tree and decorate it entirely with ILL forms, library cards, date due slips, bookmarks, pens, pencils, paperback books, and anything else laying around used in daily operations. Filled in forms, cards, etc. with seasonal things (i.e., reserve form for 101 Ways to Cook Deer for S. Claus; overdue notice to The Grinch).

Changes that would improve the practice:

The more imaginative, the better.

Evaluation of practice:

From the good public comments.

Special skills, materials, costs or resources:

Virtually no cost.

Contact:

Phelps Shepard, Librarian
Butte Silver Bow Public Library (BVF)
106 W. Broadway
Butte, MT 59701
Phone: 723-8262

Descriptors:

Ready-Reference Service

Description:

Installation of a portable/cordless telephone in Reference Department allows reference staff to take phone with them to stacks, card catalog, etc., and answer questions more thoroughly and quickly.

Changes that would improve the practice:

Possibly acquire another cordless phone for circulation desk.

Evaluation of practice:

Noted number of times/day used.

Special skills, materials, costs or resources:

Purchased the phone on sale from Sears, cost approximately $100.

Contact:

Phelps Shepard, Librarian
Butte Silver Bow Public Library (BVF)
106 W. Broadway
Butte, MT 59701
Phone: 723-8262

Descriptors:

Children's Services
Community Relations
Outreach Services

Description:

Free bus rides to and from library for children. Each Thursday during the summer, children may ride city buses free by showing the driver their library card. This gives all city children access to library. This is second year of doing it and it is catching on well and very popular.

Changes that would improve the practice:

Evaluation of practice:

Ask children how many ride bus.

Special skills, materials, costs or resources:

Need to convince City Transportation Department that it benefits them (i.e., introducing young riders to buses, good PR, public agencies cooperating, etc.).

Contact:

Phelps Shepard, Librarian
Butte Silver Bow Public Library (BVF)
106 W. Broadway
Butte, MT 59701
Phone: 723-8262

Descriptors:

Children's Services
Special Programs

Description:

Special summer programs for children. Have "guest speakers", such as a veterinarian, an FBI agent, players from the minor league baseball team, firemen and firetruck, a blind person with a seeing-eye dog. Children's Librarian visited all schools in spring to publicize programs.

Changes that would improve the practice:

Use any and all local resources. Children's interests are very broad. Any that can bring props (especially animals and most especially snakes) will be a success.

Evaluation of practice:

Number of children attending.

Special skills, materials, costs or resources:

Contact:

Phelps Shepard, Librarian
Butte Silver Bow Public Library (BVF)
106 W. Broadway
Butte, MT 59701
Phone: 723-8262

Descriptors:

Technical Services and Processing
Special Collections

Description:

Mandating the putting of all original maps (mainly geological) on mylar file to make it possible to share copies with other libraries and individuals.

Changes that would improve the practice:

Putting material on mylar for easy duplication would be usable for historical illustrations and other forms of maps than geological.

Evaluation of practice:

Special skills, materials, costs or resources:

Cost of mylar; cost of student time to transfer some heavily used maps to mylar.

Contact:

Elizabeth Morrissett, Librarian
Montana College of Mineral Science and Technology
Butte, MT 59701
Phone: 496-4283

Descriptors:

Online Searching
Reference Service

Description:

Patent Depository...to help Montana inventors and others to do preliminary searches on existing patents similar to their ideas.

Changes that would improve the practice:

Evaluation of practice:

Special skills, materials, costs or resources:

Staff time training for online searching of patent data base, as well as time learning the patent system.

Contact:

Elizabeth Morrissett, Librarian
Montana College of Mineral Science and Technology
Butte, MT 59701
Phone: 496-4283

Descriptors:

Computers
Indexing
Reference Service

Description:

Montana Geology Bibliography...to accumulate in one data base, properly indexed, all works on Montana geology and mining.

Changes that would improve the practice:

Evaluation of practice:

Special skills, materials, costs or resources:

All bibliographies are big projects; this is a major one-time effort.

Contact:

Elizabeth Morrissett, Librarian
Montana College of Mineral Science and Technology
Butte, MT 59701
Phone: 496-4283

Descriptors:

Children's Services
Community Relations
Art Displays

Description:

The local school art department, grades K-12, display their art work at the library during National Library Week. The art instructor very willingly sets the display up.

Changes that would improve the practice:

Evaluation of practice:

Very effective. Many parents visit library to view their child's talent. Wish we had a larger library to be able to have more artwork displayed!

Special skills, materials, costs or resources:

Contact:

Jacqueline Strandell, Librarian
Wedsworth Memorial Library (PATH)
P. O. Box 727
Cascade, MT 59421

Descriptors:

Children's Services

Description:

To promote reading for fun in the summer, we have had a drawing for a one-of-a-kind Care Bear. The bears were made and donated by the Children's Librarian. To qualify, the child must sign up for the summer reading program and read a minimum of 12 books on his/her level or higher. The program starts the first week in June and ends the end of July. In 1984 the give-away bear was Bookworm Bear and in 1985 it was Read-A-Lot Bear. The important thing is the children are reading to completion of the program. To be fair, each child can sign up only once, so it is not a race to see who reads (or checks out) the most books.

Changes that would improve the practice:

This is probably best suited to a small library.

Evaluation of practice:

The response has been great, with twice as many (at least) readers signed up as in past years.

Special skills, materials, costs or resources:

Sewing skills and the cost of the bear items.

Contact:

Lee Kuhr, Children's Librarian
Blaine County Library (PATH)
P. O. Box 610
Chinook, MT 59423

Descriptors:

Exhibits

Description:

In glass display case in library, community members have displayed items: hand-painted china, crystal collections, Avon collectibles, and a collection of celery dishes from pioneer families in the county.

Changes that would improve the practice:

Evaluation of practice:

The display has resulted in a lot of interest in the commuinity and has brought people other than regular library patrons into the library. It has served as a good PR vehicle for the library.

Special skills, materials, costs or resources:

Contact:

Lee Kuhr, Children's Librarian
Blaine County Library (PATH)
P. O. Box 610
Chinook, MT 59423

Descriptors:

Art Displays and Exhibits
Community Relations
Publicity

Description:

Art displays and exhibits are on display on a monthly basis. Each month artist and exhibitor write a thumbnail sketch of themselves and their medium for the local newspaper.

Changes that would improve the practice:

Evaluation of practice:

Very successful. This has been an ongoing display since January, 1985, and patrons old and new are brought into the library to view the current display through the newspaper article.

Special skills, materials, costs or resources:

Contact:

Margaret M. Floerchinger, Librarian
Conrad Public Library (PATH)
15 4th Avenue S.W.
Conrad, MT 59425
Phone: 278-5751

Descriptors:

Community Relations
Special Fundraising

Description:

The Culbertson Women's Club has the library as one of their projects. They help the library in many ways, from completely redecorating, painting, new window shades and carpets to yearly teas. In turn try to help them by storing awards, scrapbooks, and they hold a meeting in the library once a year.

Changes that would improve the practice:

Evaluation of practice:

This means a lot to a small town and library. When the Women's Club had a fundraiser for money for redecorating the library, the whole community was involved. The Women's Club won an award for their project with the library.

Special skills, materials, costs or resources:

Contact:

Eleanor Baldwin, Librarian
Clubertson Public Library (GPL)
P. O. Box 31
Culbertson, MT 59218
Phone: 787-5275

Descriptors:

Volunteers

Description:

Used VIP (Volunteers in Parks) funds to purchase an advertisement in the local newspaper and "advertiser". The ad was a general call for volunteers, but included specifically the need for a "puppeteer" and for "clerical workers".

Changes that would improve the practice:

Be sure to put approximate number of hours per week so there aren't a lot of unnecessary phone responses.

Evaluation of practice:

Just began, but did get one response to the clerical worker and one to the puppeteer; feel it was successful for so small a town and during the busy summer.

Special skills, materials, costs or resources:

Just a few minutes of time from one of our staff to write the ad and take it to the papers, plus the cost of the ad itself--$18 for one printing of a small ad.

Contact:

Neysa Dickey, Lead Park Technician
Grant-Kohrs Ranch National Historic Site Library
P. O. Box 790
Deer Lodge, MT 59722

Descriptors:

Exhibits
Friends of Library
Publicity

Description:

Friends of the Library take responsibility for display in the library's glass show case--usually change the display once a month and have a program for the public in connection with the display. If appropriate, the library or the Friends purchase book(s) about the subject of the display and program. Programs are advertised in the local paper, the weekly shopper, and on the bank's public service announcements.

Changes that would improve the practice:

Evaluation of practice:

Some of the programs are very well attended, and some very poorly. "Strangers" attend some of the programs, but they don't seem to return and use the library later. The effectiveness seems questionable.

Special skills, materials, costs or resources:

People with special skills have demonstrated their skill and exhibited their crafts. Several out-of-town speakers have come. Their expenses being paid for by the Friends and sometimes by the State Humanities Committee.

Contact:

Teresa Blanding, Pres. Friends of Library
Wm. K. Kohrs Memorial Library
501 Missouri Avenue
Deer Lodge, MT 59722
Phone: 846-2622

Descriptors:

Children's Services
Volunteers

Description:

Interested parents of preschool children organized story time in the morning when the library is closed. They were given a key and came in on their own for the half hour program. Have had no problem with people "crashing" the story time, overdue books, messes, etc. This is extra use of the library without more contributed time on the part of paid staff.

Changes that would improve the practice:

Be sure those with the key are completely responsible.

Evaluation of practice:

Parents kept asking about another story time, how to enroll children, etc.

Special skills, materials, costs or resources:

Contact:

Joan McDougal, Librarian
Dillon City Library (BVF)
121 S. Idaho
Dillon, MT 59725
Phone: 683-4544

Descriptors:

Children's Services

Description:

In summer reading program, each child is his/her own competitor. Individual records are kept and each child is given recognition for his/her personal achievement.

This year used the slogan "An apple a day, keeps the doctor away! A book a day keeps boredom away!" A large tree on the bulletin board was covered with apples and books, with one apple or book with the child's name and number of books read.

Changes that would improve the practice:

Evaluation of practice:

Special skills, materials, costs or resources:

Contact:

Mrs. Don Abrahamson
Clancy Memorial Library (BVF)
P. O. Box 178
Ennis, MT 59729

Descriptors:

Circulation
Community Relations

Description:

During the last ten years, area has experienced "boom" conditions which made book retrieval a real problem. Library set up a system in which a post card was sent, if the book was a week overdue. If it was four weeks overdue, a phone call was made. If no response, took titles of books to the county attorney and he wrote a letter asking for the immediate return of the books.

Changes that would improve the practice:

To use this program the librarian has to have a cooperative county attorney. Some may not want to take the time to do this.

Evaluation of practice:

Kept track of the books returned with system. This has worked very well--between 75% and 80% positive response.

Special skills, materials, costs or resources:

Contact:

Esther N. Dean, Librarian
Rosebud County Library (SAGE)
P. O. Box 7
Forsyth, MT 59327

Descriptors:

Disabled
Elders
Outreach Services

Description:

Drive-up service for physically handicapped and elderly. They call in and tell their needs, which are delivered when they drive up to the door.

Changes that would improve the practice:

Evaluation of practice:

A valuable substitute for a ramp, which is a great need in many libraries.

Special skills, materials, costs or resources:

Contact:

Lorena Towner, Librarian
Chouteau County Free Library (PATH)
P. O. Box 639
Fort Benton, MT 59442
Phone: 622-5222

Descriptors:

Special Fundraising

Description:

Local artist made some bird prints available to the Friends of the Library. They were sold at the library, with half going to the artist and half to the organization. It has been going on for several years with a push at first, but occasionally still sell them.

Changes that would improve the practice:

Evaluation of practice:

As it is still bringing in revenue, it is successful.

Special skills, materials, costs or resources:

Library user took care of all the details--getting prints made, distribution, etc.

Contact:

Lucille Gordon, Librarian
Hamilton Public Library (TAM)
300 State Street
Hamilton, MT 59840
Phone: 363-1670

Descriptors:

Community Relations
Publicity

Description:

Entering a float or your Bookmobile in local parades is fantastic PR--doubt our little old Bookmobile has ever been seen by "city slickers" until this month. There was some work involved, of course, i.e., making signs, blowing up the balloons (bought those out of pettycash). The staff got real satisfaction from doing all this. More than a thousand donated bookmarkers were passed out and statistics were quoted along the route (21,615 books and 9,800 patrons during our first year).

Changes that would improve the practice:

Evaluation of practice:

Very proud of this effort and are sure it will help when thetime comes to raise $$$ for a new bus.

Special skills, materials, costs or resources:

Contact:

Jean M. Miller, Librarian
Big Horn County Library (SOC)
419 N. Custer Avenue
Hardin, MT 59034
Phone: 665-1808

Descriptors:

Long Range Planning
Special Committees

Description:

Library is in the process of planning both long range and immediate expansion. A useful practice was in forming a Citizens for Library Improvement Committee--lovingly known as the CLIC. One of the library trustees serves on this committee as a liason to the Library Board. The CLIC group has been active since January 1, 1985, and meet regularly, sometimes twice a month. They have been invaluable in coming up with ideas and recommendations and in doing PR work selling our library.

Changes that would improve the practice:

Evaluation of practice:

Excellent.

Special skills, materials, costs or resources:

Contact:

Jean M. Miller, Librarian
Big Horn County Library (SOC)
419 N. Custer Avenue
Hardin, MT 59034
Phone: 665-1808

Descriptors:

Genealogy

Description:

Arranged with local genealogy buffs to keep on file their private holdings in our card catalog. This is in addition to the library genealogy collection which is in a special section. This practice is very useful for genealogists and only needs one or more card catalog drawers clearly marked HOLDINGS OF GENEALOGY SOCIETY MEMBERS. A patron needing any of this material simply contacts the person on the card listed as the owner.

Changes that would improve the practice:

Evaluation of practice:

Special skills, materials, costs or resources:

Contact:

Jean M. Miller, Librarian
Big Horn County Library (SOC)
419 N. Custer Avenue
Hardin, MT 59034
Phone: 665-1808

Descriptors:

Outreach Services
Special Programs

Description:

Have a special service for mothers of preschool story time children, which is immensely popular. Every week the mothers gather on the main floor while the children enjoy story time downstairs. Provide coffee and there is plenty of conversation. The best times of all are the twelve times a year (except summer vacation) when our Home Extension Agent gives a demonstration and talk. The mothers love this and turn out in droves. The staff enjoys them, too, especially the food samples!

Changes that would improve the practice:

Evaluation of practice:

Everyone learns and related topic books go like hot cakes.

Special skills, materials, costs or resources:

This costs the library nothing. All you need is a wonderful Extension Agent, who also appreciates the ready made audience.

Contact:

Jean M. Miller, Librarian
Big Horn County Library (SOC)
419 N. Custer Avenue
Hardin, MT 59034
Phone: 665-1808

Descriptors:

Special Programs

Description:

Have a pre-holiday craft show at the library--watch for inexpensive craft and entertaining ideas found in the various magazines and books at the library. Make wreaths, baskets, stained glass, tin punch, and lots of different types of needlework. Then have an open house for an hour or two over the noon hour for people to come in and see and get ideas. The craft books and magazines are really used after one of these. Also have some new books on display and try to say a few words about them and whatever is new at the library. Those books seem to be ones someone will hear about and come in and ask for months later.

Changes that would improve the practice:

Evaluation of practice:

It has been really successful. People ask when we're going to do this again and look forward to it. People that are not necessarily readers have a new view of the library as an information center.

Special skills, materials, costs or resources:

Made things that could use for own gifts or for own homes. Only cost to the library is for the coffee, punch, etc. Local clubs have donated sandwiches and cookies.

Contact:

Ethel Siemens, Librarian
Harlem Public Library (PATH)
P. O. Box 519
Harlem, MT 59526
Phone: 353-2712

Descriptors:

Community Relations
Friends of Library
Outreach Services
Rural Population

Description:

The Home Extension Clubs (Hill County has eleven clubs) are also members of the Friends of the Library group. Each club elects a representative that will attend the meetings of the Friends of the Library and make a report about the happenings at the library at the next club meeting. This keeps us closer to the country patron needs. During the winter months, the Home Extension Clubs have a book contest. Each family keeps track of how many books they read and reports it to the club's president, which in turn reports this number at the fall council meeting. The club with the most books wins the prize. Not a big prize, but adds to the entertainment of a family that lives miles from the theater or any other entertainment.

Changes that would improve the practice:

Evaluation of practice:

Special skills, materials, costs or resources:

Contact:

Bonnie Williamson, Librarian
Havre-Hill County Library (PATH)
321 4th Street
Havre, MT 59501
Phone: 265-5481 ext. 40

Descriptors:

Community Relations
Ready Reference Service

Description:

Maintain a file of community events--not for the purpose of advertising, but rather to assist community people in coordinating their activities in order that there is no conflict in scheduling major events. Do not list regular meetings or private groups such as lodges, etc. Have a 24-hour telephone answering machine which facilitates listing of activities while the library is closed.

Changes that would improve the practice:

Evaluation of practice:

Practice is working well. Patron response is excellent.

Special skills, materials, costs or resources:

The answering machine was already in operation. The only cost was the notebook with calendar pages.

Contact:

W. E. Lisenby, Library
Havre Public Library (PATH)
447 4th Avenue
Havre, MT 59501
Phone: 265-2123

Descriptors:

Community Relations
Special Fundraising

Description:

Library-AAUW Annual Book Sale. Each year cooperate with the American Association of University Women and conduct a very successful book sale of donated books and materials.

(See similar practice of Bozeman.)

Changes that would improve the practice:

It takes close cooperation between the AAUW, the library and the public. It also calls for substantial PR and organization throughout the year.

Evaluation of practice:

Substantial amount of money collected. This year collected over $2,400, which is split between the two organizations.

Special skills, materials, costs or resources:

It takes a staff person to coordinate the project.

Contact:

Jim Heckel
Lewis and Clark Library (BVF)
120 S. Last Chance Mall
Helena, MT 59601
Phone: 442-4380

Descriptors:

Computers
Online Searching
Reference Service

Description:

Offer online searching of collection data base through public terminals. Access is by author, title, call number and subject. The status of the book is also available to the public (is book checked out or on the shelf?).

Changes that would improve the practice:

Add more public terminals (planning to do).

Evaluation of practice:

Greater and greater use of terminals to access the collection.

Special skills, materials, costs or resources:

Substantial funds, staff training and public training are involved.

Contact:

Jim Heckel
Lewis and Clark Library (BVF)
120 S. Last Chance Mall
Helena, MT 596011
Phone: 442-2380

Descriptors:

Information Services

Description:

Set up a Local Government Information Center in cooperation with city/county officials. Center consists of periodicals routed to library by government officials, library subscription relating to local government, books, city and county documents, state documents relating to local government, and local government minutes. Library also subscribes to Index to Current Urban Documents in which local documents are indexed and a fiche copy is produced and provided to the library.

Changes that would improve the practice:

Evaluation of practice:

The program has been evaluated through on-going conversations with local officials--regular use by city officials. Value is in having all the materials in one place.

Special skills, materials, costs or resources:

Subscriptions to a variety of periodicals and indexes.

Contact:

Dennis Fredrickson
Lewis and Clark Library (BVF)
120 S. Last Chance Mall
Helena, MT 596011
Phone: 442-2380

Descriptors:

Budgeting and Financial Management
Computers
Statistics

Description:

Use Visicalc (computer program helpful for financial and statistical projections) to compile statistics of various kinds and to calculate information such as overall pay increases, etc.

Changes that would improve the practice:

Evaluation of practice:

Saves time and is more accurate.

Special skills, materials, costs or resources:

Learning Visicalc, which is easily done.

Contact:

Jim Heckel
Lewis and Clark Library (BVF)
120 S. Last Chance Mall
Helena, MT 596011
Phone: 442-2380

Descriptors:

Circulation

Description:

During National Library Week, offer amnesty on overdue books.

Changes that would improve the practice:

Wider PR efforts.

Evaluation of practice:

Number of books returned.

Special skills, materials, costs or resources:

Contact:

Jim Heckel
Lewis and Clark Library (BVF)
120 S. Last Chance Mall
Helena, MT 596011
Phone: 442-2380

Descriptors:

Collection Development
Computers
Statistics

Description:

Use the computer to compile statistics by subject category. These are then compared to dates of titles to help determine collection replacement and development.

Changes that would improve the practice:

Only practical for library large enough to justify computer use.

Evaluation of practice:

It gives a broader view of the collection in a more objective sense.

Special skills, materials, costs or resources:

Library must have computer. It also involves substantial time to actually find the volumes.

Contact:

Jim Heckel
Lewis and Clark Library (BVF)
120 S. Last Chance Mall
Helena, MT 596011
Phone: 442-2380

Descriptors:

Collection Development

Description:

Encourage suggestions for purchase from patrons with the use of PPR cards (Patron Purchase Request). Patrons may ask for books which Library does not own to consider the title for purchase. If purchased, will also put a hold on the book for the patron when it comes in. Also ask subject specialists (such as computer experts, scientists, psychologists, etc.) to suggest bibliographies.

Changes that would improve the practice:

Evaluation of practice:

Purchase several hundred titles each year through patron requests.

Special skills, materials, costs or resources:

Staff should be encouraged to ask patrons to request titles not in our collection.

Contact:

Jim Heckel
Lewis and Clark Library (BVF)
120 S. Last Chance Mall
Helena, MT 596011
Phone: 442-2380

Descriptors:

Children's Services
Reference Services

Description:

Do not staff the children's area in Library. Children come to the central Information Desk for service. Most of the staff does not have any background in children's literature. The Readers Advisory Notebook was designed to help them with questions, such as, "Do you have any board books?" or "Is there a story about the death of a pet?". Basically, the Notebook is a collection of bibliographies designed for library's collection. It has been expanded from a tool to help parents of preschoolers, to a bibliography for grade school readers and high school assignments. When receive questions, such as, "I have to read a political novel" or "Who was writing books in 1868?", the Notebook is a ready reference tool. The Notebook keeps growing. Have added new bibliographies of current interest (i.e., books on child abuse, fiction and non-fiction). Also, some of the lists are updated annually, because always receiving new alphabet or concept books.

Changes that would improve the practice:

Evaluation of practice:

The Notebooks is used frequently. Occasionally pages disappear--someone has borrowed a bibliography. Duplicates are kept at desk to replace those that are missing. The staff also comments on its usefulness or makes suggestions of topics needed to be covered.

Special skills, materials, costs or resources:

Cost of reproducing the pages, three ring binder and youth services librarian's time to develop Notebook. Materials used include reference books, such as, A TO ZOO, BOOKFINDER and CHILDREN'S CATALOG (card catalog), FAST FIND and magazines, such as, SCHOOL LIBRARY JOURNAL.

Contact:

Rebekah Scheller, Youth Services Librarian
Lewis and Clark Library (BVF)
120 S. Last Chance Mall
Helena, MT 596011
Phone: 442-2380

Descriptors:

Children's Services

Description:

"Reading Railroad" is a program set up to encourage parents to read aloud to their preschool children. Felt storytime was not reaching enough preschoolers and needed something flexible enough for working parents. Library provides a list of suggested reading materials--five general topic suggestions, such as, "Share a book about trains" or "Share an alphabet book". After they read ten books--five suggested and five of their own choice, they return to the library and the child receives a train car to color and another reading list. These lists change monthly. When parents and children have read 60 books, six cars in all to color, they have completed the program.

Changes that would improve the practice:

A less elaborate promotion effort (no bookmarks, etc.) could be used and the program would still be effective, especially in a small community where word of mouth is the best communication.

Evaluation of practice:

Due to the flexible nature of the project, no set concluding time. Do not know how many completed "Reading Railroad"-34 adults and 39 children signed up for it. Circulation of juvenile picture books increased 3% during the six months of the program.

Special skills, materials, costs or resources:

Library received an $800 grant from the Burlington Northern Foundation for this project. The money was used for promotional materials, book marks, book lists, a movie, and to buy books ($400). It took about 80 hours to set up (that included time to write the grant), but was easy to maintain once in place.

Contact:

Rebekah Sheller, Youth Services Librarian
Lewis and Clark Library (BVF)
120 S. Last Chance Mall
Helena, MT 596011
Phone: 442-2380

Descriptors:

Children's Services
Staff Development

Description:

The Information staff at Lewis & Clark serves children, but not all are well versed in children's literature or reference material. The Youth Services Librarian conducted two staff workshops, one on reference materials and the other on reader's advise. Each workshop was about 1-1/2 hours long and were conducted several months apart.

For the Reference Workshop, first asked everyone a hypothetical question, asking not for the answer but for the source of the answer (the first place they would look). Then reviewed the reference materal and handed out an annotated bibliography. Then reviewed the questions, putting down the source that would best answer the question.

For the readers advisory workshop, basically did a booktalk, trying to introduce the staff to titles and authors. These were books grades 2-6 would read. Prior to the workshop, developed an extensive bibliography with books broken into categories and reading/interest levels, such as, "Family Life - Ages 8 and 9" or "Adventure - Ages 12 and up". There is space on the bibliography to add titles. Each participant in the workshop also read one children's book they had never read before, reported on it and told why they would/wouldn't recommend it.

Changes that would improve the practice:

Just adapt the bibliographies to reflect the reference material or novels available in your library.

Evaluation of practice:

Special skills, materials, costs or resources:

Cost was minimal--duplication of the bibliographies. Staff time in preparing for the workshops, but this is part of job. (Skills and training include two children's literature courses in college, a masters in library science and 4-1/2 years working in libraries, plus reading a lot of children's books.)

Contact:

Rebekah Sheller, Youth Services Librarian
Lewis and Clark Library (BVF)
120 S. Last Chance Mall
Helena, MT 596011
Phone: 442-2380

Descriptors:

Local History

Description:

A local history notebook of magazine articles and essays in books on the Helena area was compiled with articles arranged by broad chronological periods or subjects. On subject dividers were listed additional sources of information in the collection. This method has proven to be much easier to use than the vertical file.

Changes that would improve the practice:

Evaluation of practice:

Special skills, materials, costs or resources:

Contact:

Dennis Fredrickson
Lewis and Clark Library (BVF)
120 S. Last Chance Mall
Helena, MT 59601
Phone: 442-2380

Descriptors:

Collection Development
Reference Services

Description:

A Reference Collection Development Plan was created by inventorying the collection and recording the call number of the item, its title, frequency of replacement, source for obtaining replacement (i.e., standing ordwer, jobber, direct purchase, etc.), price, retention time of volumes, and disposition of superceded volumes. This plan insures an up-to-date collection with a minimum of selection time and can lead to cost savings by avoiding too frequent purchase of update where not necessary.

Changes that would improve the practice:

Evaluation of practice:

Special skills, materials, costs or resources:

Contact:

Dennis Fredrickson
Lewis and Clark Library (BVF)
120 S. Last Chance Mall
Helena, MT 59601
Phone: 442-2380

Descriptors:

Magazine Collection
Special Fundraising

Description:

Through a program called Adopt-A-Magazine, the community was requested through the newspaper, television, and radio to support the cost of renewing a subscription to their favorite magazine at the library. Money was given to the library's foundation and subscriptions were renewed through our jobber as was normally done. Individuals who gave the previous year were sent a letter requesting their continued support the next year. In the second year, the program was opened up to subscriptions to new titles rather than being limited to subscription renewals.

Changes that would improve the practice:

Evaluation of practice:

By the fact that the library raised between $300-$400 annually.

Special skills, materials, costs or resources:

Contact:

Dennis Fredrickson
Lewis and Clark Library (BVF)
120 S. Last Chance Mall
Helena, MT 59601
Phone: 442-2380

Descriptors:

Budgeting and Financial Management
Computers

Description:

With the purchase of an IBM-PC and CYMA software, the library took over its own financial management from the City.

Changes that would improve the practice:

Evaluation of practice:

Thousands of dollars saved in administration fees charged by the City.

Special skills, materials, costs or resources:

Contact:

Becky Foster
Lewis and Clark Library (BVF)
120 S. Last Chance Mall
Helena, MT 59601
Phone: 442-2380

Descriptors:

Children's Services
Outreach Services

Description:

The library, in conjunction with the school, began a program called "Bibliomania" for the first through eighth grades to promote recreational reading and to expand the students' reading horizons. Teachers scored each book that a student read according to its level of difficulty for that student. Extra points were given if a student read books from other categories, such as Sciences, Biography, and so forth. The library had a list of suggested titles in the various categories to help the students. As the students accumulated points, their progress was charted as they proceeded through the various levels of Readers, Book Worms, Book Nuts, Bibliophiles and Bibliomaniacs. The participating students were invited to attend a film party where they were presented with the appropriate certificate. The highest scorer received a T-shirt with "Bibliomaniac" imprinted on it.

Changes that would improve the practice:

The cooperation of the teachers is essential.

Evaluation of practice:

In the rooms where the teachers were actively participating, the program was successful in encouraging students to read.

Special skills, materials, costs or resources:

Besides time, the only expenses were for the film rental, treats for the party and materials for the awards.

Contact:

Barbara Morgan
Laurie Hill Library (TAM)
P. O. Box B
Heron, MT 59844

Descriptors:

Library Hours

Description:

Changed library hours to encompass the mail delivery hour, since library is close to post office.

Changes that would improve the practice:

Evaluation of practice:

This increased circulation.

Special skills, materials, costs or resources:

There was an increased cost, as it also increased the number of hours library is open.

Contact:

Bea Hannon, Librarian
Hot Springs Public Library (TAM)
P. O. Box 127
Hot Springs, MT 59845
Phone: 741-3491

Descriptors:

Children's Services
Library Orientation
Publicity

Description:

Have an open house about a month after school starts and ask each class to bring a poster, diorama or some other project depicting either a book or something about the library. All who come are given a tour of the library and orientation.

Changes that would improve the practice:

This year will have a slide show or something else to make it more interesting for the public.

Evaluation of practice:

Had most of the schools participate and a large crowd.

Special skills, materials, costs or resources:

Contact:

Almeada Fogle, Librarian
Garfield County Free Library (SAGE)
Drawer 69
Jordan, MT 59337
Phone: 557-2297

Descriptors:

Children's Services

Description:

Read in a Women's Day, 1974, where a library patron in New Jersey was commenting that her library had a playpen in the children's room to free up Mom for browsing in the children's room. Recently put a playpen in children's area for patron use, and it is used.

Changes that would improve the practice:

Evaluation of practice:

Special skills, materials, costs or resources:

Contact:

John D. Burton, Librarian
Flathead County Library (TAM)
247 First Avenue East
Kalispell, MT 59901
Phone: 755-5300 ext. 357

Descriptors:

Children's Services

Description:

Friends of the Library have started a toy collection composed of quality educational toys, purchased either through Friends' money or donated from toy shops. Circulate like a book (in onion bags) fee for lost parts, fine for late return. One toy at a time.

Changes that would improve the practice:

Evaluation of practice:

Special skills, materials, costs or resources:

Contact:

John D. Burton, Librarian
Flathead County Library (TAM)
247 First Avenue East
Kalispell, MT 59901
Phone: 755-5300 ext. 357

Descriptors:

Children's Services
Publicity

Description:

Columbia Falls Branch has run a competition to paint a mural in their children's room.

Changes that would improve the practice:

Evaluation of practice:

Special skills, materials, costs or resources:

Contact:

John D. Burton, Librarian
Flathead County Library (TAM)
247 First Avenue East
Kalispell, MT 59901
Phone: 755-5300 ext. 357

Descriptors:

Facility Design and Maintenance
Community Relations

Description:

Local nursery provides flowers and maintenance of planters, gratis. Public appreciation of business reciprocates their effort. Plants are beautiful.

Changes that would improve the practice:

Evaluation of practice:

Special skills, materials, costs or resources:

Contact:

John D. Burton, Librarian
Flathead County Library (TAM)
247 First Avenue East
Kalispell, MT 59901
Phone: 755-5300 ext. 357

Descriptors:

Staffing
Volunteers

Description:

Utilization of Youth Employment Program, Green Thumb, and college Work-Study for additional paid employees; RSVP for volunteers; General Assistance for temporaries; other city/county departments for use of trucks and staff (i.e., replaced ceiling tiles; rather than hauling to dump, County Fairgrounds will use for insulation on buildings; used large County vehicles to haul the materials).

Changes that would improve the practice:

Evaluation of practice:

Special skills, materials, costs or resources:

Contact:

John D. Burton, Librarian
Flathead County Library (TAM)
247 First Avenue East
Kalispell, MT 59901
Phone: 755-5300 ext. 357

Descriptors:

Community Relations
Outreach Services

Description:

Cooperate with the Council on Aging to extend library service to three small communities in our county without the expense of a bookmobile. Book deposits (75-85 assorted) were placed in grocery stores in Winifred and Grass Range and in the post office in Roy with instructions for check out. The books are rotated monthly by way of the Council on Aging bus which picks up and delivers the bags of books and brings requests, etc. to the library.

Changes that would improve the practice:

This practice would probably transfer to any library, if the community has a Council on Aging (or other agency bus) and needs to reach small towns that have no libraries of their own.

Evaluation of practice:

By going back and talking to the people in the stores and the post office, and by monitoring the circulation. It has increased steadily, particularly, for the children's books.

Special skills, materials, costs or resources:

No special skills. Staff time is involved, but that is really the only cost.

Contact:

Florence Kettering
Lewistown City Library (SOC)
701 W. Main Street
Lewistown, MT 59457
Phone: 538-5212

Descriptors:

Friends of Library

Description:

Have had an active Friends group for several years. They were mainly responsible for the success of our expansion, remodeling project. They formed the Memorial Foundation, which generates quite a lot of money for special needs of the library. They are interested in serving the shut-ins with book delivery service.

Changes that would improve the practice:

Evaluation of practice:

Special skills, materials, costs or resources:

Contact:

June Skaarland, Librarian
Livingston Public Library (BVF)
228 W. Callendar
Livingston, MT 59047
Phone: 222-0862

Descriptors:

Children's Services
Special Programs

Description:

During National Library Week, the Children's Librarian, with some volunteers, prepared a puppet show. This was presented several times a day, every day of the week, to several hundred children. Later this spring a play was adopted by volunteers from a Dr. Seuss story. An amateur magician performs for the children during regular story hours on Saturday.

Changes that would improve the practice:

Evaluation of practice:

Children became acquainted with library at an early age. Parents, because of the age of the very young children, accompany them and end up finding something they, too, would like to read. Become accustomed to regular useage of the library.

Special skills, materials, costs or resources:

Costs were minimal. Time in making puppets, preparing visual aids for preschool story hours probably should be considered. Were fortunate in having some very good volunteers for the special programs.

Contact:

Barbara Travis, Children's Librarian
Livingston Public Library (BVF)
228 W. Callendar
Livingston, MT 59047
Phone: 222-0862

Descriptors:

Administration
Staff Hiring and Evaluation

Description:

A Wage Administration Manual was developed in 1983. This includes hiring procedures, position descriptions, job application forms, merit rating procedure, wage administration procedures, employee benefit policies, point-rating methods, job evaluation forms and salary schedule. This is updated annually.

Changes that would improve the practice:

Evaluation of practice:

As a person in a new supervisory position, felt this gave an opportunity to talk with each employee and a logical reason and basis for doing so. Had worked with most of the people for a number of years and it was a bit difficult to change roles with relation to them.

Special skills, materials, costs or resources:

Contact:

June Skaarland, Librarian
Livingston Public Library (BVF)
228 W. Callendar
Livingston, MT 59047
Phone: 222-0862

Descriptors:

Outreach Services
Rural Populations
Special Collections

Description:

Have begun developing a collection of books on cassette. These are of special interest to local farmers and to those who drive long distances (almost everyone in southeastern Montana), as well as to other patrons.

Changes that would improve the practice:

Have just been doing this for a few months.

Evaluation of practice:

Special skills, materials, costs or resources:

Cost of the cassettes and advertising them (newspaper and radio spots, bookmarks)--"books to read while you drive".

Contact:

Georgia Lomax, Librarian
Miles City Public Library (SAGE)
1 South Tenth
Miles City, MT 59301
Phone: 232-1496

Descriptors:

Catalogs
Community Relations
Computers
Outreach Services

Description:

Staff has begun developing printed book catalogs of special collections (large print, Montana Room, AV, etc.) which will be distributed to various organizations, social groups, businesses, etc.

Changes that would improve the practice:

Evaluation of practice:

Special skills, materials, costs or resources:

Input entries on our Apple IIe; the majority of the cost is in staff time.

Contact:

Georgia Lomax, Librarian
Miles City Public Library (SAGE)
1 South Tenth
Miles City, MT 59301
Phone: 232-1496

Descriptors:

Community Relations
Library Orientation
Publicity

Description:

Each fall have an open house coffee hour for the public shcool teachers to acquaint old and new staff members with our services and collection.

(See similar practice of Jordan.)

Changes that would improve the practice:

This year are planning cookie and punch hours for various classes. They'll be invited during school hours.

Evaluation of practice:

Good.

Special skills, materials, costs or resources:

Contact:

Roberta Belden, Librarian
Moore Memorial Library (SOC)
P. O. Box 76
Moore, MT 59464
Phone: 374-2475

Descriptors:

Special Fundraising

Description:

Library raised over $100,000 in funds for a new library building through a variety of projects, including an LSCA grant, door-to-door canvassing, business canvassing, raffles of donated items, dances, jazzercise classes, tupperware parties, and style shows.

Changes that would improve the practice:

Evaluation of practice:

This fund drive was very effective.

Special skills, materials, costs or resources:

Had the use of a computer to keep track of all donations so that the donating party was given recognition.

Contact:

Larry McCarthy or Katherine Johnson
Plains Public Library (TAM)
P. O. Box 399
Plains, MT 59859
Phone: 826-3101

Descriptors:

Paperback Collections

Description:

Library receives most of its new books as donations. The majority of these donations are paperbacks. Since these have proved to be so popular and we have so many popular titles in the paperback and not the hardback, cards are put in each one and categorized (Western, Science-Fiction, etc.) in a large paperback section.

Changes that would improve the practice:

Keep to the major interest categories when categorizing--Western, Mystery, Science-Fiction and Non-Fiction. This has worked out very well.

Evaluation of practice:

The response of the patrons has been enthusiastic. Most say they would prefer reading paperbacks over the hardbacks, and that very often they can't afford to buy one but can find it at the library.

Special skills, materials, costs or resources:

All that was involved was placing a book card loose in the pages and the time to arrange them on the shelves. Didn't use catalog cards, as the books do wear and have to be tossed in time.

Contact:

Joy Sander, Librarian
St. Regis Branch Public Library of Mineral County (TAM)
Star Route, Box 518
St. Regis, MT 59866
Phone: 649-2318

Descriptors:

Children's Services
Library Orientation

Description:

Give tours of the library and explain to school children not only how the card catalog is used, but what happens to a book after it is purchased to make it ready for the public to check out--this orientation to processing is enjoyed.

Changes that would improve the practice:

Evaluation of practice:

Increases the number of children who are aware of library and use it for reading materials.

Special skills, materials, costs or resources:

Contact:

Phyllis Hall, Librarian
Judith Basin County Free Library (SOC)
P. O. Box 486
Stanford, MT 59479
Phone: 566-2389

Descriptors:

Friends of Library
Library Board
Publicity
Special Fundraising

Description:

Friends and Library Board sponsored a "Tasting Tea" of all foreign foods people of community could bring. Held from 11 a.m. to 2 p.m. near center of town in Masonic Temple, which brought the lunch hour trade. Made good money at $2 per person and attracted much attention at library. Money was spent on books.

Changes that would improve the practice:

Could have charged $3 for lunch.

Evaluation of practice:

Special skills, materials, costs or resources:

Contact:

Evelyn Prouty, Librarian
Stevensville Public Library (TAM)
217 Main Street
Stevensville, MT 59870

Descriptors:

Children's Services
Special Programs

Description:

Planning a popcorn-film day once a month for story hour group. The ages for this are from 3-1/2 to 6. Serving small bags of popcorn to children during film while is shown, instead of reading a story.

Changes that would improve the practice:

Evaluation of practice:

Just starting.

Special skills, materials, costs or resources:

Contact:

Mary E. Dunnam, Librarian
Prairie County Library (SAGE)
P. O. Box 275
Terry, MT 59349
Phone: 637-5546

Descriptors:

Community Relations

Description:

Library has a city box where payments to city (Water Dept., etc.) may be left for convenience of library users.

Changes that would improve the practice:

Evaluation of practice:

Special skills, materials, costs or resources:

Contact:

May Lunger, Librarian
Twin Bridges Public Library (BVF)
P. O. Box 246
Twin Bridges, MT 59754

Descriptors:

Institutionalized
Outreach Services

Description:

Honor Loan Program: Books are placed in permanent bookcases on wards, these books are always available day or night and, therefore, is a practice preferable to the formerly practiced book cart circulation on a once a week basis. Allows for better quality of books on the wards. Allows for keeping the book cases clean from excess Reader's Digest Condensed Books and other types of clutter. The librarian permits Honor Loan of these books in order to improve their availability as needed and to promote mutual trust and growth of responsibility. Very few books lost this way.

Changes that would improve the practice:

Evaluation of practice:

Time and observation of readership, as well as lost book ratios.

Special skills, materials, costs or resources:

Just special effort to find the book cases, unload old stuff on book carts and put new books or better books in permanent collection on ward.

Contact:

Richard Fanestil, Librarian
Patients' Library
Montana State Hospital, Warm Springs Campus
Warm Springs, MT 59756
Phone: 693-7133

Descriptors:

Art Displays
Institutionalized

Description:

The library provides space for display of original art work completed by patients who are assigned to the hospital Occupational Therapy program. This supplements the Occupational Therapy program while giving recognition to the patients.

Changes that would improve the practice:

Would like to see more variation.

Evaluation of practice:

Comments of library users.

Special skills, materials, costs or resources:

Contact:

Richard Fanestil, Librarian
Patients' Library
Montana State Hospital, Warm Springs Campus
Warm Springs, MT 59756
Phone: 693-7133

Descriptors:

Art Displays

Description:

Art Education Program: Reproductions of major art work of the world are displayed in the library with identification of the artist, pertinent dates, and when available, further information about the artist and the painting or other work.

Changes that would improve the practice:

Evaluation of practice:

Patients come to the library and look at the art work. This is enjoyable to some of them and encourages them to check out books on art.

Special skills, materials, costs or resources:

Getting permission to mar the library walls with paste on wall hangers.

Contact:

Richard Fanestil, Librarian
Patients' Library
Montana State Hospital, Warm Springs Campus
Warm Springs, MT 59756
Phone: 693-7133

Descriptors:

Circulation
Community Relations
Publicity

Description:

During National Library Week, patrons could pay off overdue fines with cans of food, all of which were donated to the local Food Bank. Each can or box given equaled $1, which was deducted from their existing fines.

Changes that would improve the practice:

Evaluation of practice:

Really well received by our patrons, some even giving more than they needed. Some gave even though they didn't have fines.

Special skills, materials, costs or resources:

The beauty of this was exactly the absence of any special tools or skills. It was simply filling a need where everyone benefitted.

Contact:

Jacqueline Wooten, Librarian
Whitefish Branch Library (TAM)
402 2nd Street
Whitefish, MT 59937
Phone: 862-3273

Descriptors:

Children's Services
Volunteers

Description:

Story hour for children (ages 3-7) with a different mother or teacher who reads, has signing games, and art work for them. In the summer they end by going to the adjacent park to play. The whole program is organized by one of the members of the board, who takes care that there is a person to do it every Thursday.

Changes that would improve the practice:

Evaluation of practice:

Even if some families do not read, this brings the little ones better prepared for kindergarten or school, having had this contact. Also, shy children who have little contact with others are helped to become acquainted.

Special skills, materials, costs or resources:

The person having the story hour has to come prepared for program: paper, pencils, or crayons. Some bring tape recorders for the songs.

Contact:

Brenda Johnston
Meagher County Library (BVF)
P. O. Box S
White Sulphur Springs, MT 59645
Phone: 547-3884

Descriptors:

Ready Reference Service

Description:

Have separate shelves with collections on:

Agriculture
Cookery
Energy and Fuels
Montana

Changes that would improve the practice:

Evaluation of practice:

It is easier for the librarian to suggest looking on special shelf than hunting when there is only one librarian available. Also, it is easier to see at a glance if certain title is checked out.

Special skills, materials, costs or resources:

Contact:

Irene Teague, Librarian
Meagher County Library (BVF)
P. O. Box S
White Sulphur Springs, MT 59645
Phone: 547-3884

Descriptors:

Children's Services

Description:

Proud of story hour for all 4 to 5 year old children. Have hired a qualified teacher and sometimes a helper, if needed. Only children eligible for kindergarten the following year come. They have stories, crafts, music, and a chance to check out books. Story hour is held during the school year, September through May.

Changes that would improve the practice:

Evaluation of practice:

This has been a very successful way to operate story hour and is much appreciated by the parents in the county. Average about 20-22 children every week. This is very good for our small community.

Special skills, materials, costs or resources:

Library pays $10 per hour for teacher and buys all supplies that are needed.

Contact:

Mariam Breitenfeldt, Librarian
Wibaux Public Library (SAGE)
Wibaux, MT 59353
Phone: 795-2452

Descriptors:

Children's Services

Description:

Sponsor a winter story hour for preschoolers who are four by Sept. 10. This story hour features films, books, how to check out and care for books, group interaction, fingerplays, activity records, and flannel board stories.

Summer reading program encompasses ages 4-12 in three separate one hour sessions. Older children read in the story hour and plan to enact a play for the younger children.

(See similar practice of Wibaux.)

Changes that would improve the practice:

Library has made it a tradition to invite all ages for all three sessions. Feel this is much too long for the preschoolers--especially, if its hot. Its also a rather hair-raising experience for the teacher, as usually have about 60 children in all three programs!

Evaluation of practice:

Evaluate program through community feedback and reactions observed in the children participating. Preschool group, especially, throughout the year shows a great deal of growth in learning "library manners", developing an eagerness to read and be read to, and just in socializing since its a rural community.

Special skills, materials, costs or resources:

Library skills of the older students reflect continued involvement in the library. Skills also require an instructor who has a good rapport with and enjoys working with children. Are able to use AV equipment from school because of combined physical plant. Pay instructor $10/hour with no pay for prep time.

Contact:

Glenda Wiggins
Petroleum County Community Library (SOC)
Winnett, MT 59087
Phone: 429-2271

Descriptors:

Community Relations
Reference Services

Description:

Keep a current, numerically sequential copy of Legislative bills and file them at the county court house for easy access by county residents.

Changes that would improve the practice:

Don't try to store in your library, unless you have a lot of room.

Evaluation of practice:

It has worked quite well, and have gotten positive feedback from community members who were able to easily locate the particular bills in which they were interested.

Special skills, materials, costs or resources:

Just lots of time.

Contact:

Glenda Wiggins, Librarian
Petroleum County Community Library (SOC)
P. O. Box 124
Winnett, MT 59087
Phone: 429-2271

Descriptors:

Community Relations
Local History

Description:

Are accumulating material for a community history project. Different volunteers from each area of our county are gathering information through research, interviews, and personal knowledge of elderly community members. Material is typed and filed in library. In September are sending out questionnaires to people whose names have been on county tax rolls or show up in school records, and we hope to gain much additional material from them.

Changes that would improve the practice:

Evaluation of practice:

Really aren't through with the project, but it seems to be of interest to many people and we have had lots of volunteer hours put into it so far. Have already gathered a great deal of material--enough to feel that the project has been worthwhile and effective.

Special skills, materials, costs or resources:

So far, project has cost about $600, and are expecting to spend between $1,000 and $1,500 on it. Most of the labor has been donated by county volunteers, with an exception being the transcription of interview tapes.

Contact:

Marcia Iverson, Chairperson of History Committee
Petroleum County Community Library (SOC)
P. O. Box 124
Winnett, MT 59087
Phone: 429-2271

Descriptors:

Children's Services
Community Relations
Outreach Services

Description:

Have a Cradle Roll which began about a year ago. The new community members are listed on the poster, which is displayed in library. Send a copy of a book as a birthday present.

Changes that would improve the practice:

Would stress sending a book that a very young child is not likely to destroy easily, such as the cardboard page type books, cloth books, or even plastic books. Very often these are the first books the child receives.

Evaluation of practice:

Think its a nice practice. Since community is small, don't add a great many names over time. One question is: how may some of the children who are close in age feel as they go through school (library is connected--open concept--to our school) when they can see they aren't included? Would have preferred an effort to at least acknowledge all school age students.

Special skills, materials, costs or resources:

Use calligraphy skills on display poster. The first books supplied were $5 a piece and not childproof--something that could be changed both cost-wise, and providing sturdier book.

Contact:

Glenda Wiggins, Librarian
Petroleum County Community Library (SOC)
P. O. Box 124
Winnett, MT 59087
Phone: 429-2271

Descriptors:

Art Displays
Community Relations

Description:

Library, in conjunction with the local Friends of Arts and Crafts organization, has bi-monthly displays featuring the works of local arts and crafts people. Whenever possible, these displays have been tied in with a book display on the same topic.

During Montana Week of the Arts, featured two daily demonstrations all week of crafts by local artists and plan to do this yearly.

Changes that would improve the practice:

Instead of having the demonstrations all week during Montana Week of the Arts, plan to have just one day of demonstrations running concurrently.

Evaluation of practice:

Felt the attendance would be better, if the demonstrations were held all on the same day.

Special skills, materials, costs or resources:

Contact:

Janice Sand, Librarian
Roosevelt County Library (GPL)
220 2nd Avenue S.
Wolf Point,MT 59201
Phone: 653-2411

Descriptors:

Children's Services
Special Programs

Description:

During National Library Week, have a Teddy Bear Tea for children ages 3-4. The children bring their favorite teddy for an hour of Teddy Bear stories, poems, and songs; and, of course, Teddy Bear cookies for a treat.

Changes that would improve the practice:

Evaluation of practice:

Special skills, materials, costs or resources:

Need someone to make the Teddy Bear cookies and decorate them.

Contact:

Janice Sand, Librarian
Roosevelt County Library (GPL)
220 2nd Avenue S.
Wolf Point,MT 59201
Phone: 653-2411

Descriptors:

Special Fundraising
Volunteers

Description:

After serving the area for 73 years, the library was assisted by the local Lions and Lioness Clubs, community donations, and volunteer labor in the building of a new facility that opened June, 1985.

Changes that would improve the practice:

Paid workers replacing the volunteer labor could increase the professionalism and efficiency of the project.

Evaluation of practice:

The project cannot be rushed. The process began in mid-1983 with original designing.

Special skills, materials, costs or resources:

Library Board members each have special talents that aided the project--technical, historical, fundraising, procedures and library training.

Contact:

Pamela Quiring Roberts
Sunnyside Library (SOC)
Worden, MT 59088
Phone: 967-2230

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